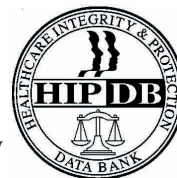# National Practitioner Data Bank
Healthcare Integrity and Protection Data Bank

P.O. Box 10832, Chantilly, Virginia 20153-0832 • www.npdb-hipdb.hrsa.gov

FACT SHEET ON ON-LINE ENTITY REGISTRATION

The National Practitioner Data Bank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB)

To submit queries and/or reports to the NPDB-HIPDB, eligible entities must first register with the Data Banks. Entity registration is conducted on-line. There are specific entity eligibility requirements. For information on entity eligibility, see the *Fact Sheet on Entity Eligibility*, available on the NPDB-HIPDB Web site at *www.npdb-hipdb.hrsa.gov*.

For more information on the Data Banks, see the *Fact Sheet on the National Practitioner Data Bank* and the *Fact Sheet on the Healthcare Integrity and Protection Data Bank*, available on the NPDB-HIPDB Web site.

Registering With The Data Banks

Entities eligible to query and/or report to the Data Banks must register on-line by accessing the NPDB-HIPDB Web site. If you wish to register, click the **Registration** icon on the NPDB-HIPDB home page (Figure 1). If you are already a registered entity and wish to update your registration, you may do so using the Integrated Querying and Reporting Service (IQRS), available from the NPDB-HIPDB Web site.
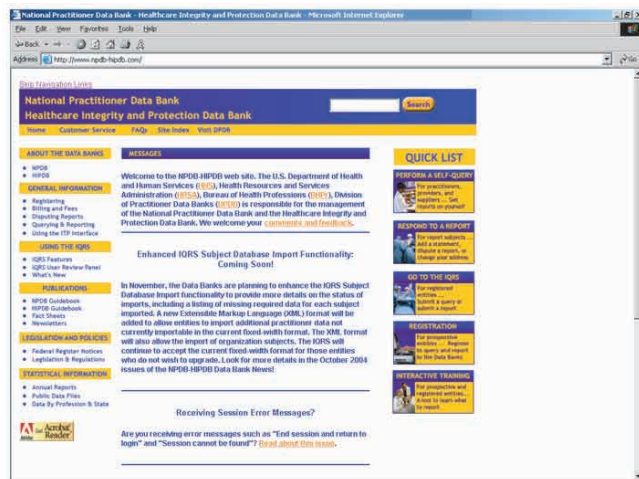

Figure 1. NPDB-HIPDB Home Page

From the *Registering with the Data Banks* screen, entities should click the Entity Registration Form link. On the *Entity Registration* screen (Figure 2), complete all applicable fields. Click the **Help** buttons as necessary to access useful information about completing the registration.
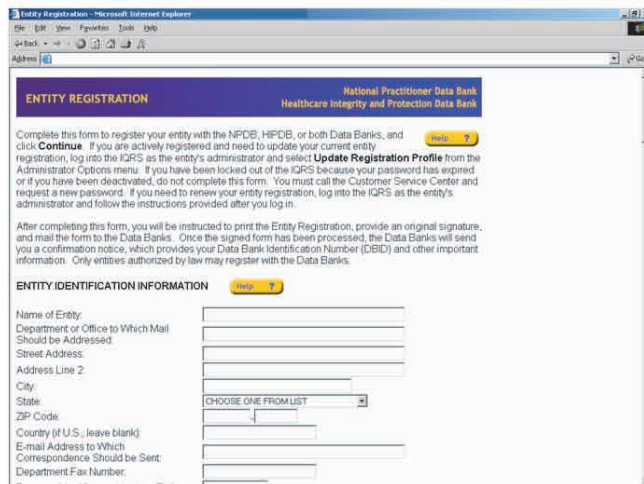

Figure 2. Entity Registration Screen

After completing the on-screen Certification section, click **Continue**. The *Registration Status* screen will display. After carefully reading the steps on this screen, click **Continue**. The *Entity Registration* form will appear on the screen. Entities must do the following:

1. Print two copies of the *Entity Registration* form.

2. Sign and date one copy of the *Entity Registration* form.

3. Keep a copy for your records, and mail the signed *Entity Registration* form to the specified address. Send the signed form as soon as possible to ensure timely processing of information; if the form is not received within six months, the registration cannot be processed.

You will receive correspondence through the U.S. Postal Service confirming your registration. **Please do not enclose pre-paid, self-addressed envelopes for overnight return mail delivery. These envelopes will be returned to you unused.**

You will find your Data Bank Identification Number (DBID) and password on the *Entity Registration Verification* form mailed to you after your registration is successfully processed.

NPDB-HIPDB Assistance

For additional information, visit the NPDB-HIPDB Web site at *www.npdb-hipdb.hrsa.gov*. If you need assistance, contact the NPDB-HIPDB Customer Service Center by e-mail at *npdb-hipdb@sra.com* or by phone at 1-800-767-6732 (TDD 703-802-9395). Information Specialists are available to speak with you weekdays from 8:30 a.m. to 6:00 p.m. (5:30 p.m. on Fridays) Eastern Time. The NPDB-HIPDB Customer Service Center is closed on all Federal holidays.